

Virginia Indigent Defense Commission Human Resource Generalist

The Virginia Indigent Defense Commission (VIDC) is now accepting applications for the position Human Resource Generalist within the Human Resource Office. VIDC is seeking a motivated professional to administer day-to-day human resource functions.

Duties: This position is responsible for providing a full-range of human resource functions for a specific agency population. Duties range from classification and compensation, recruitment and selection, employee relations, benefits, training and equal employment opportunity. This position is responsible for providing consultation to management, employees and applicants in all areas of human resources. Primary responsibilities of this position include designing, developing, effectively communicating, and delivering a customer-focused human resource program. This position will ensure compliance with policy, procedure, and applicable federal and state laws and regulations. This position will assist management in developing practical solutions to complex and sensitive human resource matters.

Qualifications: A qualified candidate should possess a Bachelor's Degree with related coursework in human resources. Considerable knowledge of human resource management principles and practices including recruitment and selection, classification and compensation, recruiting and screening, and interviewing techniques, employee benefits, training and administration of awards and recognition programs is needed. The qualified candidate should have knowledge of applicable federal and state laws, as well as strong research, analytical and logical reasoning skills; mathematical aptitude; excellent verbal and written skills; ability to work independently; manage multiple tasks; set priorities and meet deadlines and demonstrated proficiency in MS Office.

Preferred qualifications include a Master's Degree in Human Resource Management, previous experience in at least one of the human resource functional areas.

How to Apply: Applicants should submit a state application, resume, cover letter, salary requirements and references to: Virginia Indigent Defense Commission, Attn: Amy L. Williams, Human Resources 1604 Santa Rosa Road, Suite 109, Richmond, Va. 23229 or by fax to (804) 662-7369 or email to awilliams@idc.virginia.gov.

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